

SECTION B – STATEMENT OF WORK (SOW)

B.1 Scope of Work:

The San Francisco VA Health Care System, (SFVAHCS), 4150 Clement Street, San Francisco, California 94121 has a requirement for back-lit LED light panels, along with, the removal of existing light panels, installation of new light panels, and disposal of debris resulting from this project.

B.2 Background:

The new back-lit LED light panels will increase lumen output, which will provide better lighting and improved visibility within the SFVAHCS medical center.

B.3 Specific Requirements:

- a. The contractor must attend one (1), in-person meeting at SFVAHCS to discuss removal and installation of light panels with the VA point of contact (POC). The name and contact information of the POC will be provided upon award.
- b. The contractor takes field measurements and verifies correct sizing of light panels. Auto-Cad drawings may not be accurate finished dimensions, and may not be used in place of field measurements. The contractor is responsible for any inaccurate field measurements that result in any incorrect product orders.
- c. The contractor is responsible for providing all sample materials, as requested by the POC.
- d. The product must not be placed into production without clearance from the VA POC.
- e. Final, clean 11” x 17” scaled drawings of the layout of the light panels, and any associated items, must be provided by the contractor for sign-off prior to scheduling the removal and installation of the light panels.
- f. The contractor shall track the schedule of the light panel removal and installation, and notify the POC with updates of the estimated completion date by email.
- g. Storage of all materials must be provided by the contractor.
- h. The contractor must supply detailed documentation for each line item as it applies to indoor environmental quality (IEQ) Credit 4.5: Low-Emitting Materials (LEM) and Leadership in Energy and Environmental Design for Commercial Interiors (LEED-CI) Credit, including Business and Institutional Furniture Manufacturers Association (BIFMA) Level® one (1) certification and Greenguard certification. This is to support environmental stewardship, which is in accordance (IAW) with Executive Order (EO) 13693. EO13693 mandates that 95 percent of all federal purchases come from environmentally preferred products and services.

VA261-17-Q-0119

SECTION B – SOW

B.4 Project Manager/Supervisor Requirements:

- a. Any requests for changes must be discussed with the POC. The contractor and contracting officer must bilaterally signed a modification before any changes can be authorized or take place.
- b. The contractor's project manager/supervisor is responsible for all communications with the POC. These may include, but are not limited to, updates and notifications which should be delivered either by email, phone, or in person.
- c. The contractor's project manager/supervisor must represent the contractor, and may not be from the installation company.
- d. The contractor's project manager/supervisor must be on-site during all agreed upon work hours, and must supervise the removal of light panels, installation of light panels, storage of materials, and clean-up.
- e. The contractor's project manager/supervisor must perform an on-site walk-through and punch list at the end of each work day with the lead installer and VA POC prior to releasing the installation crew for the day.

B.5 Delivery:

- a. The contractor shall schedule installation at least fourteen (14) days prior to their proposed installation date to ensure that the site will be ready for installation.
- b. The contractor may not deliver any items directly to the VA premises or store any items on site ahead of installation date. Any such deliveries shall be refused at the expense of the contractor.
- c. The contractor's project manager/supervisor must meet the delivery truck, receive, and inspect all items independently of VA staff assistance.
- d. The contractor must ensure that the driver of the delivery vehicle has copies of the delivery order, and must not attempt to deliver any items before the scheduled delivery date.

B.6. Installation Requirements:

- a. The contractor's installation team must be certified in installation of the light panels, and experienced and knowledgeable about the product.

B.7 Assembly:

- a. If for any reason, the contractor is unable to complete the assembly and placement of all unloaded items before the end of the workday, the contractor will be responsible for moving these items to a secure location, until the next workday. The contractor is

VA261-17-Q-0119

SECTION B – SOW

- be responsible for moving the items from the storage site to its designated position in the building.
- b. The contractor shall be responsible for storing, returning, and replacing any damaged items. Damaged items may not be stored on VA premises.
 - c. The contractor shall repair or coordinate for replacement any damaged, defective, or missing items as identified in the installation punch list within four (4) weeks post-installation.
 - d. The contractor shall ensure that all light panels are free of surface dirt, clean, and ready for use.

B.8 Receive and Unload:

- a. The contractor shall perform all required assembly in accordance with the manufacturers' instructions.
- b. The contractor shall provide all necessary materials, equipment, labor, supervision, and Management to: (1) coordinate delivery; (2) load and unload; (3) place/install in designated rooms/locations; (4) assemble items as required; (5) secure as designated; and (6) properly dispose of all associated packing/crating materials outside the VA premises.

B.9 Clean up and Disposal:

- a. The contractor shall be responsible for the removal and disposal of all trash/debris connected with uncrating, removal of light panels, installation of light panels, and any other items removed or installed. The contractor shall not use VA facilities for trash/debris disposal.

B.10 Hours and Days of Work:

- a. Upon award of the contract, contractor shall contact the VA POC to coordinated work hours and days.
- b. Removal of existing light panels and installation of new light panels must be conducted after normal working hours from 4:30 p.m. – 8 a.m. Pacific Standard Time (PST) Monday through Friday, or on weekends, as agreed upon by the contractor and POC.
- c. The contractor is required to sign in upon arrival and sign out upon departure at a location designated by the VA POC.

B.11 The LED Light Panels, Must At Minimum, Have The Following Salient Characteristics:

- a. Light panels must be 24" x 48" units (standard size),

VA261-17-Q-0119

SECTION B – SOW

- b. Light panels must be recessed units,
- c. LED lights must be non-dimmable,
- d. May include a lightbox with United States code gauge cold-rolled steel, 5-stage pretreatment, powder-coated gloss white, salt spray test of 750 hours, built-in hanger and seismic wire attachment points, easy access for electrical service, or something similar,
- e. Lens must be acrylic, acrylate, or polycarbonate substrate; lightweight, high resolution from digital file image, color calibrated for daylight quality light source, have a non-glare matte finish, have fade resistant pigmented inks with ultraviolet (UV) inhibitors, and include hold-down clips,
- f. Frame must be of lightweight aluminum, easy to install, moisture resistant, powder-coated, have a white matte finish to match grid, be compatible with standard 15/16" grid system, have precision machined corners, have a seismic safety system with 1/32" galvanized steel aircraft cable and 1" snap hooks fastened frame to light-box,
- g. Electrical system must include an input voltage of 120-277 volts (V) (auto-ranging), 50/60 hertz (Hz) code gauge thermoplastic fixture nylon (TFN) wire (solid bare conductor used throughout; rated for required temperatures; 7/8" knockout for easy electrical connection,
- h. Must have a maximum weight of 191 pounds (lbs.),
- i. Luminaires must be UL and CSA listed.
- j. LED light panels must meet indoor environmental quality (IEQ) Credit 4.5: Low-Emitting Materials (LEM) and Leadership in Energy and Environmental Design for Commercial Interiors (LEED-CI) Credit, including Business and Institutional Furniture Manufacturers Association (BIFMA) Level® one (1) certification and Greenguard certification. This is to support environmental stewardship, which is in accordance (IAW) with Executive Order (EO) 13693. EO13693 mandates that 95 percent of all federal purchases come from environmentally preferred products and services.