

STATEMENT OF WORK

VA Western NY Healthcare System
Welcome Home Event
Buffalo & Erie County Naval & Military Park
One Naval Park Cove
Buffalo, NY 14202

BACKGROUND:

The VA Western NY Healthcare System has a requirement to provide set-up and removal for tents, tables and chairs at the Welcome Home Event to be held on Saturday, August 5, 2017. The event will be held at the Buffalo & Erie County Naval & Military Park, One Naval Park Cove, Buffalo, NY 14202. The contractor shall setup all tables, tents and chairs to start no earlier than 6:00 AM with completion by 9:30 AM on the day of the event. The Contract will have the site POC, to ensure that our set-up is as requested by the layout provided prior to leaving the area. Breakdown of the equipment shall commence at 2:30 PM. A site plan indicating placement of the tents will be provided to all interested contractors at the Site Visit.

SCOPE OF WORK:

Vendor shall provide all necessary equipment, labor and materials to include delivery, setup and breakdown of the followings items. The tents, tables and chairs will be set-up in accordance with the layout provided. Small changes may occur the morning of the event due to construction in the immediate area.

1. Fifty (50) 10' X 10' white tents without sides to be secured with water or cement bladders
2. One hundred (100) 8' tables
3. Three hundred and twenty five (325) black or white padded folding chairs
 - a. The contractor shall setup all tables, tents and chairs to start no earlier than 6:00 AM with completion by 9:30 AM on the day of the event.
 - b. The Contract will have the site POC who verifies that the set-up is as requested by the layout provided prior to leaving the area.
 - c. The breakdown of the equipment shall commence at 2:30 PM.
 - d. A layout indicating placement of the tents will be issued to the vendor awarded the project and a "walkthrough" will be scheduled by the vendor awarded the contract to establish placement no later than Friday, August 4th.

This is a firm, fixed-price requirement. Contractor shall provide proof of insurance to the Contracting Officer. Contractors shall be responsible for maintaining all areas of the job site

premises in which work is performed in a neat and orderly condition. The Contractor shall be responsible for the replacement or restoration of any damages caused by the Contractor during the execution of the contracted services.

PRE-PROPOSAL SUBMISSION SITE VISIT:

Offerors are required to attend a site visit to fully understand the nature of the work and conditions under which the work is to be performed prior to submitting an offer. See FAR 52.237-1, Offeror shall be responsible for verifying existing site conditions. Site visits shall be scheduled by the Contracting Officer. Direct any questions regarding solicitation requirements or facility specifications to the Contracting Officer.

Site Visit:

Site Visit is scheduled for June 20, 2017 10:00 am EST at the Buffalo & Erie County Naval & Military Park, One Naval Park Cove, Buffalo, NY 14202. All potential offerors are instructed to contact Kimberly Wiatrowski via email at kimberly.wiatrowski@va.gov with verification of attendance by June 16, 2017 1:00 pm EST.

PRE-EVENT SITE VISIT:

Prior to the event scheduled on Saturday, August 5, 2017, the contractor shall visit the Naval & Military Park with the POC to determine the details of equipment installation, utility requirements and the conditions affecting the work. The visit will be scheduled on Friday, August 4, 2017. The time will be determined and coordinated at a later date.

PERFORMANCE PERIOD:

This procurement request will be for base year plus four option years.

The base year to begin no later than Saturday, August 5th, 2017.

Remaining Option years are to be held the first Saturday in the month of August, at the times designated for set up and breakdown as stated above. If the date unexpectedly changes due to an unforeseen schedule conflict for the Buffalo & Erie County Naval & Military Park the awardee will receive a minimum of three (3) month advance notice of a rescheduled date.