

## **Statement of Work**

### **Background:**

The Malcolm Randall VA Medication center at 1601 SW Archer RD, Gainesville, Florida has limited space for large equipment. Specifically beds and stretchers that are not in use take up a great amount of space. This statement of work is seeking to purchase and install a vertical bed lift/storage system.

### **Scope of Work:**

Deliver, assemble, install, and provide training for three (3) vertical bed lift/storage devices. The contractor is responsible for delivery and installation of the equipment no later than September 1<sup>st</sup>, 2017. Training will occur no later than September 30, 2017. The contractor will be responsible for unpacking all equipment and delivering it to the installation location. Installation will occur in the Bed Tower Basement elevator bays. The contractor must be licensed, bonded and insured. Additionally, the contractor must follow all fire and safety regulations as directed by the NF/SG Safety Officer. Equipment will be delivered to the main loading dock at the Malcolm Randall VA Medical Center between the hours of 8 am and 4 pm. The contractor will assemble, inspect, and install the equipment on-site. The equipment will be anchored to the floor by the contractor following all state/federal requirements, and any additional requirements as directed by The NF/SG Safety Officer. Lastly, the contractor will provide three (3) days of training, with a minimum of four (4) hours each day. Training will be coordinated through the COR and Office of Engineering. Training will occur at the same place of the install location.

### **Performance Period:**

The period of performance is **FY 2017 (ending September 30, 2017)**. Work at the government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO). Additionally, work will be completed between the hours of 8:00 am to 4:30 pm, or as approved by the COR. Scheduling will be coordinated through the COR and the office of Engineering.

### **Place of Performance:**

Malcolm Randall VA Medical Center  
1601 SW Archer RD  
Gainesville, FL 32608

### **Deliverables:**

- 3 Side load vertical bed storage devices
- On-site assembly and floor anchoring
- Testing of all equipment, to approval of COR
- Installation site clean up
- Training, 3 days (4 hours each day)
- Kick off call before delivery to coordinate delivery, installation, and training

**CONTRACTOR REQUIREMENTS:**

- Authorized to install Vidir Bed Lift System or Equal
- Licensed, bonded, and insured

**Scheduling and Hours of Work:**

- All work to be scheduled with the Assistant Chief Nurse, SPS , Jason Stuckey, at (352) 548-6000 X7058.
- Hours of work. 8:00 am – 4:30 pm Eastern time Monday – Friday, or as approved by COR.

**INFORMATION SECURITY:**

Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreements of the VA.

Upon discovery of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access, the contractor/subcontractor shall immediately and simultaneously notify the COTR, the designated ISO, and Privacy Officer for the contract. The term 'security incident' means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. See VA Handbook 6500.6, Appendix C, paragraph 6.a

In the event of a data breach or privacy incident involving any SPI the contractor processes or maintains under this contract, the contractor shall be liable to VA for liquidated damages for a specified amount per affected individual to cover the cost of providing credit protection services to those individuals.

Before being granted access to VA information or information systems, all contractor employees and subcontractor employees requiring such access shall complete on an annual bases either: (i) the VA security/privacy awareness training (contains VA;s security/privacy requirements) within 1 week of the initiation of the contract, or (ii) security awareness training provided or arranged by the contractor that conforms to VA;s security/privacy requirements as delineated in the hard copy of the VA security awareness training provided to the contractor. If the contractor provides their own training that conforms to VA's requirements, they will provide the COTR or CO, a yearly report (due annually on the date of the contract ignition) stating that all applicable employees involved in VA's contract have received their annual security/privacy training that meets VA;s requirements and the total number of employees trained. See VA Handbook 6500.6, Appendix C, paragraph 9.

Before being granted access to VA information or information systems, all contractor employees and subcontractor employees requiring such access shall sign on an annual basis an acknowledgement that they have read, understand, and agree to abide by VA's Contractor Rules of Behavior which is attached to this contract.