

Statement of Work

VA WNY Buffalo 2D ICU Furniture

I. INTENT

This is a Statement of Work for the acquisition of furniture for the 2D ICU at the VA WNY Healthcare System Buffalo Site. The project is located at 3495 Bailey Avenue, Buffalo NY 14215. All work is to be performed within the Buffalo Site.

II. PROJECT SCOPE AND DESCRIPTION

A. Overview

This project will consist primarily of the acquisition of freestanding seating, cabinets, desk units, shelving, filing cabinets, and patient over bed tray tables. Installation consists of setting furniture in place and assembly, as per the floor plan to be provided. ***Vendor to retain all materials at their warehouse until time of installation at the VA WNY Buffalo Site and final acceptance will occur when the designated space for such materials is certified by the Project Manager for occupancy.***

All work is to be completed during business hours.

The Contractor shall submit an estimated schedule for delivery.

The Contractor shall be responsible for any damage to the furniture that occurs due to Contractor/freight error or neglect. The Contractor will be responsible for the coordination for delivery and receiving to the VAMC, as well as debris removal from the project site. VAMC will provide the dumpsters needed for project related trash and recyclables.

B. Scope

The project consists of purchase, delivery and installation of a variety of freestanding furniture items. Table top surfaces shall be HPL with traditional edge profile. All frame surfaces, joints and seams completely sealed so as not to harbor dirt or support bacterial growth. Wood shall be stained and sealed with a mar resistant catalyst finish. All finishes shall be E.P.A. compliant.

Please see separate attachment for furniture photos and salient characteristics.

Must meet salient characteristics when quoting an "or equal" item. "Or equal" items quoted should be similar to the requested dimensions, color scheme, function, and quality.

- C. **DELIVERABLES.** See Scope
- D. **PERIOD OF PERFORMANCE.**
Contract installation shall be performed at time of construction completion estimated for 9/30/17.
- E. **PLACE OF PERFORMANCE.**
VA WNY Healthcare System – Buffalo Site
3495 Bailey Ave
Buffalo, New York 14215
- F. **OPERATIONAL HOURS.** Facility will be available for deliveries between the hours of 8am and 3:30pm M-F, excluding Federal Holidays.
- G. **GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED.** N/A
- H. **CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES.** The Contractor shall furnish all supplies, equipment, facilities and services required to perform the service under this contract. The Contractor shall perform all work in accordance with this Performance Work Statement to include the additional new/ refurbished furniture.
- I. **SECURITY REQUIREMENTS.**
- a. Installation passes. If necessary the contractor will coordinate for the issuance of required installation passes to contractor personnel. Contract personnel shall wear a badge that clearly identifies them as a contract employee. The badge will contain a picture, name of employee, and Contractor's name. Badges shall be worn on the outer garment in full view at all times, attached to the outer shirt or jacket pocket by a button or clip or worn around the neck secured by an appropriate identification card lanyard.
 - b. The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, Privacy Act data, and Government personnel work products that are obtained or generated in the performance of this contract. This includes dissemination of protocols and papers not generally available through the public literature.
 - c. Company will return all issued US Government installation badges and passes when the contract is completed.
 - d. In addition to the changes otherwise authorized by the changes clause of this contract, should the security condition change at any facility, the Government may require changes in contractor security requirements.
- J. **NON-PERSONAL SERVICE STATEMENT.** Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal

employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and perform the inspection and acceptance of the completed work.

- K. **Contract Officer Representative (COR).** The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. **The COR is not authorized to change any of the terms and conditions of the resulting order.**